

Message

From: Minter, Douglas [Minter.Douglas@epa.gov]
Sent: 12/14/2018 4:09:56 PM
To: Garcia, Bert [Garcia.Bert@epa.gov]
Subject: FW: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture
Attachments: Powertech Class V Draft Permit Comments.pdf; Dewey Project Schedule Dec 2018.pdf; Leave Cancellation Memo Tinsley for Dewey Burdock.docx

Bert: I added one more sentence at the end of the second sentence in an attached updated version of the memo:

Ex. 6 Personal Privacy (PP)

Thanks,

Douglas

From: Minter, Douglas
Sent: Friday, December 14, 2018 8:32 AM
To: Garcia, Bert <Garcia.Bert@epa.gov>
Cc: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: FW: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Ex. 6 Personal Privacy (PP)

Thanks!

Douglas

From: Robles, Elaine
Sent: Thursday, December 13, 2018 4:22 PM
To: Minter, Douglas <Minter.Douglas@epa.gov>
Cc: Bahrman, Sarah <Bahrman.Sarah@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Guelker, Carla <guelker.carla@epa.gov>; Carbajal, Jerardo <carbajal.jerardo@epa.gov>
Subject: RE: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Hello Doug,

Ex. 6 Personal Privacy (PP)

Thank you,

Elaine M. Robles

Human Resources Advisor, EPA Region 8
American Indian Alaskan Native Program Mgr.
P: 303-312-6194 | F: 303-312-6370



From: Minter, Douglas
Sent: Thursday, December 13, 2018 9:47 AM
To: Robles, Elaine <Robles.Elaine@epa.gov>
Cc: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: RE: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Ex. 6 Personal Privacy (PP)

Douglas

From: Robles, Elaine
Sent: Thursday, December 13, 2018 9:30 AM
To: Minter, Douglas <Minter.Douglas@epa.gov>
Cc: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: RE: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Hello Doug,

Ex. 6 Personal Privacy (PP)

Thank you,

Elaine M. Robles

Human Resources Advisor, EPA Region 8
American Indian Alaskan Native Program Mgr.
P: 303-312-6194 | F: 303-312-6370



From: Minter, Douglas
Sent: Wednesday, December 12, 2018 4:28 PM
To: Robles, Elaine <Robles.Elaine@epa.gov>
Cc: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Subject: RE: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Ex. 6 Personal Privacy (PP)

Douglas

From: Robles, Elaine
Sent: Wednesday, December 12, 2018 4:21 PM
To: Minter, Douglas <Minter.Douglas@epa.gov>
Subject: RE: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Hello Doug,

Ex. 6 Personal Privacy (PP)

Please let me know if you have any questions.

Thank you,

Elaine M. Robles

Human Resources Advisor, EPA Region 8
American Indian Alaskan Native Program Mgr.
P: 303-312-6194 | F: 303-312-6370



From: Minter, Douglas
Sent: Monday, December 10, 2018 11:42 AM
To: Robles, Elaine <Robles.Elaine@epa.gov>
Subject: Cancelling Use or Lose Approved Leave and Avoiding Forfeiture

Ex. 6 Personal Privacy (PP)

Thanks!

douglas

From: Donna J. Vizian, Principal Deputy Assistant Administrator, Office of Administration and Resources Management

I am writing to share important information with you on scheduling “use or lose” leave for the remainder of the 2018 leave year. Most employees may carry over a maximum of 240 hours of annual leave to the new leave year. Any “use or lose” leave not taken before the end of the leave year will be forfeited.

I strongly encourage all employees to submit leave requests to their supervisor and obtain approval for any annual leave they plan to take during the remainder of the leave year to avoid forfeiture of annual leave. For planning purposes, here are the key deadlines to keep in mind.

- The leave year for 2018 ends at midnight on January 5, 2019, and any “use or lose” annual leave not taken before January 6, 2019, will be forfeited.
- Under federal leave regulations, forfeited annual leave can be restored only when that annual leave was scheduled and approved before the start of the third biweekly pay period prior to the end of the leave year. The deadline for scheduling the “use or lose” leave for restoration eligibility and obtaining supervisor approval is November 24, 2018.

There are limited circumstances under which any forfeited leave may be restored, including:

- Exigency of the public business (urgent need for the employee to be at work). Please keep in mind that supervisors have discretionary authority to disapprove leave and managers have the authority to cancel previously approved leave based on organizational circumstances.
- Administrative error.
- Emergency illness or injury of the employee.

Employees are encouraged to consider donating annual leave to the Voluntary Leave Transfer Program or to the Leave Bank. For more information, please visit our [Leave Bank Program website](#).

Please direct questions on leave scheduling and leave forfeiture to the [human resources shared service center](#) that services your organization. Additionally, please direct questions on the VLTP or Leave Bank to your local [Leave Bank Program Coordinator](#).